

Chief, Management Staff

13 July 1956

Chief, Records Management Staff

Weekly Report - Week Ending 11 July 1956

1. The following actions have been completed in preparation for the Operation Alert program which begins on the 20th:

a. A series of meetings has been held with area records officers in the DD/I and DD/S areas to acquaint them with the operating procedures at the Repository;

b. A film splicer has been installed;

c. Operating procedures at the Repository have been revised and distributed to representatives from each office who will participate in the Alert.

2. A review of the filing system in the Registration Section of the Office of Training has resulted in reducing the size of 1 file series by one-third. This was accomplished by substituting file folders for binders. This new filing system also resulted in the elimination of the need to type lists of employees scheduled for training.

3. A new filing system has been installed in the Procurement Division of the Office of Logistics to provide for better accountability for contract files.

25X1A9a

25X1A9a MgtS/RMS/ [REDACTED] :pat (7/13/56)

*[Signature]* 7/13/56